



Orthotics and Prosthetics Advisory Committee
Regular Meeting Agenda
October 22, 2024

Time:	8:00 a.m.
Location:	Hybrid – Zoom Webinar (see last page of agenda for information) Department of Health, Town Center 2 111 Israel Rd SE, Room 153 Tumwater, WA 98502
Committee Members:	Erin Andrade, Professional Member, chair Shevy Treichel, Professional Member, vice-chair Daniel Abrahamson, Professional Member Vacant, Public Member Vacant, Public Member
Program Staff:	Rachel Phipps, Program Manager U. James Chaney, Executive Director Marie Carp, Assistant Attorney General Jonathan Chamrad, Program Associate Alyssa Brazil, Administrative Support Benjamin Lee, Policy Analyst
Contact:	564.233.1277 orthotics-prosthetics@doh.wa.gov

In accordance with the Open Public Meetings Act, the agenda for this regular meeting was made available online at least 24 hours prior to the start time of the meeting pursuant to RCW 42.30.077.

For more information, please see [last page](#) of this agenda.

Please Note: Times are approximate. The meeting will continue until all agenda items are complete. This agenda schedule may change, and items may not be taken in the order listed on the agenda. Comments from the public in attendance may be solicited after each agenda item.

Open Session:

1. Call to Order/Introductions – DISCUSSION/ACTION

- 1.1. Introduction of board and supporting staff members
- 1.2. Approval of agenda
- 1.3. Approval of April 24,2024, meeting minutes

2. Open Forum -- DISCUSSION

The purpose of the open forum is to provide the public to address the advisory committee on issues of significance to or affecting the orthotics and prosthetics profession and that are not related to topics for which a rules hearing was or will be scheduled. The public may request items to be placed on a future meeting agenda.

3. Committee Business

3.1. CR-101 Jurisprudence Exams

Program Staff will update the committee on rule-making activities and the discuss next steps for the rulemaking process.

3.2 2025 Meetings

The committee will select the meeting dates for 2025 meetings.
Proposed dates: April 25, 2025, and October 21, 2025

3.3 Website

Program staff are seeking input and recommendations on updates to the orthotics and prosthetics [webpage](#).

4. Program Reports (Information) - James Chaney, Executive Director, and Rachel Phipps, Program Manager, Marie Chung, Assistant Attorney General

- 4.1. Credentialing Statistics
- 4.2. Budget Update
- 4.3. Recruitment Updates

5. Future Business -- DISCUSSION

The committee will discuss agenda items identified or suggested for future meetings.

6. Adjournment of public meeting – ACTION

Meeting Accessibility

This meeting is accessible to persons with disabilities. Special aids and services can be made available upon advanced request. Advance requests for special aides and services must be made no later than one week before the meeting. To make such a request, you may leave a message with your request at: 1-800-525-0127. If necessary, to make this call, you may access Telecommunication Device for the Deaf (TDD) TDD by calling the TDD relay service at 1-800- 833-6388 or 711. If you need assistance due to a speech disability, Speech-to-Speech provides human voices for people with difficulty being understood. The Washington Speech-to-Speech toll free access number is 1-877-833-6341.

Virtual Attendance

Virtual Attendance:

This meeting is being held via Microsoft Teams webinar. Please mute your microphone/phone if you are not speaking. This meeting will be recorded for the purpose of drafting accurate minutes.

Virtual Meeting Registration Link:

https://us02web.zoom.us/webinar/register/WN_if3aqAqmQ7CJiRSxcMCAbQ



Orthotics and Prosthetics Advisory Committee
Regular Meeting Minutes
April 23, 2024

Time:	8:00 a.m.
Location:	Hybrid – Zoom Webinar (see last page of agenda for information) Department of Health, Town Center 2 111 Israel Rd SE, Room 153 Tumwater, WA 98502
Committee Members:	Erin Andrade, Professional Member, chair Shevy Treichel, Professional Member, vice-chair Daniel Abrahamson, Professional Member Vacant, Public Member Vacant, Public Member
Staff Members Present:	Rachel Phipps, Program Manager U. James Chaney, Executive Director Jonathan Chamrad, Program Support Alyssa Brazil, Administrative Assistant
AAG Representative:	Noelle Chung, Assistant Attorney General
Contact:	Rachel Phipps, Program Manager 564.233.1277 rachel.phipps@doh.wa.gov

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Open Session:

1. Call to Order/Introductions – DISCUSSION/ACTION

- 1.1. Introduction of board and supporting staff members
- 1.2. Approval of agenda
 - **Motion:** A motion was made to approve, seconded, and passed.
- 1.3. Approval of October 13, 2023, meeting minutes
 - **Motion:** A motion was made to approve, seconded, and passed.

2. Open Forum -- DISCUSSION

The purpose of the open forum is to provide the public to address the advisory committee on issues of significance to or affecting the orthotics and prosthetics profession and that are not related to topics for which a rules hearing was or will be scheduled. The public may request items to be placed on a future meeting agenda.

Comments shared included:

- No public members shared comments virtually or in person.

3. Committee Business

3.1. Juris Prudence Exams

The committee reviewed the current JP exam and discussed opening rulemaking to remove JP exams as a requirement for licensure and/or a continuing competency requirement.

- **Motion:** A motion was made to approve open rulemaking to take the Jurisprudence exam every three (3) years and to update the requirements to the exam for ongoing licensure. The motion was seconded by Daniel and passed.

3.2. Other certified professionals

The committee discussed privileges for other certified professionals, including assistants, fitters, and pedorthists. Washington state does not license certified professionals (other than orthotists and prosthetists) and does not provide oversight of these professions. The committee suggested it may be helpful to create an informational flyer to clarify

scope within Washington state and what is allowed by statute. Shevy and Daniel volunteered to draft something to be reviewed by AAG.

4. Program Reports (Information) - James Chaney, Executive Director, and Rachel Phipps, Program Manager, Noelle Chung, Assistant Attorney General

4.1. Credentialing Statistics

- Rachel Phipps gave an overview of the credentialing statistics as of April 12, 2024. Licensed orthotists = 150 active, 38 active in renewal, 13 expired in renewal, and 3 pending. Licensed prosthetists = 141 active, 34 active in renewal, 10 expired in renewal, and 2 pending.

4.2. Budget Update

- Rachel Phipps gave a summary of the budget.

4.3. Recruitment Updates

- Rachel Phipps gave an overview of the vacancies needing to be filled on the board and that she will be sending a notice out for recruitment.

4.4. HELMS Update

- HELMS Lite was scheduled to go live on Wednesday, April 24, 2024.

5. Future Business -- DISCUSSION

The committee discussed agenda items identified or suggested for future meetings.

- Board, Commission, and Committee Leadership Conference, June 26, 2024.

6. Adjournment of public meeting – ACTION

- The meeting was adjourned at 9:30 a.m.

Submitted:

Approved:

Rachel Phipps, Program Manager

Committee Member, Chair



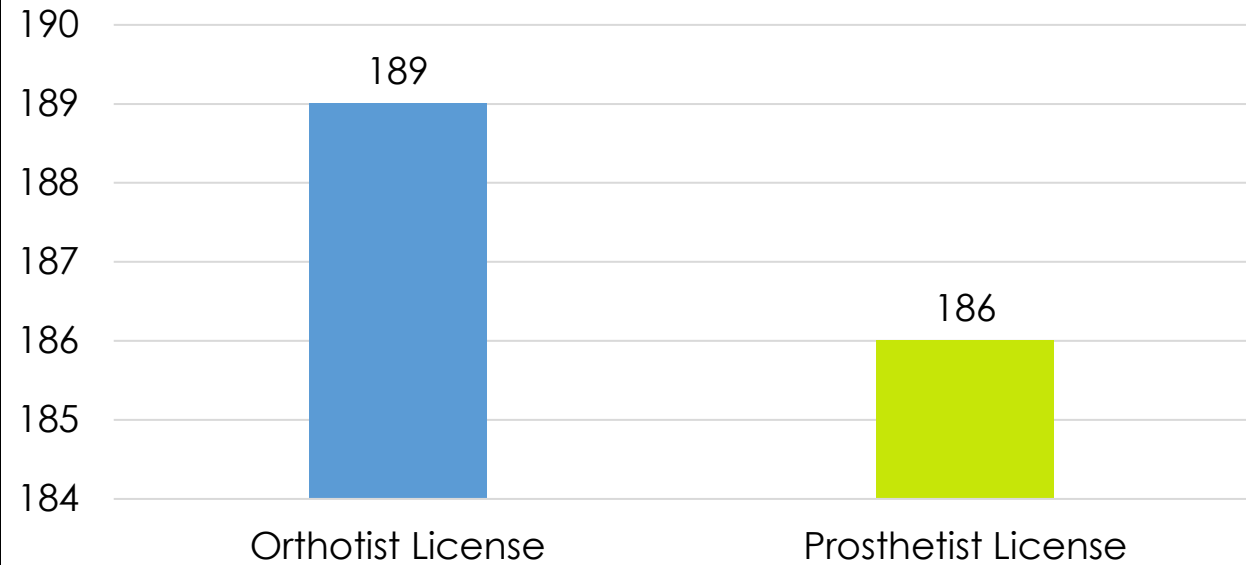
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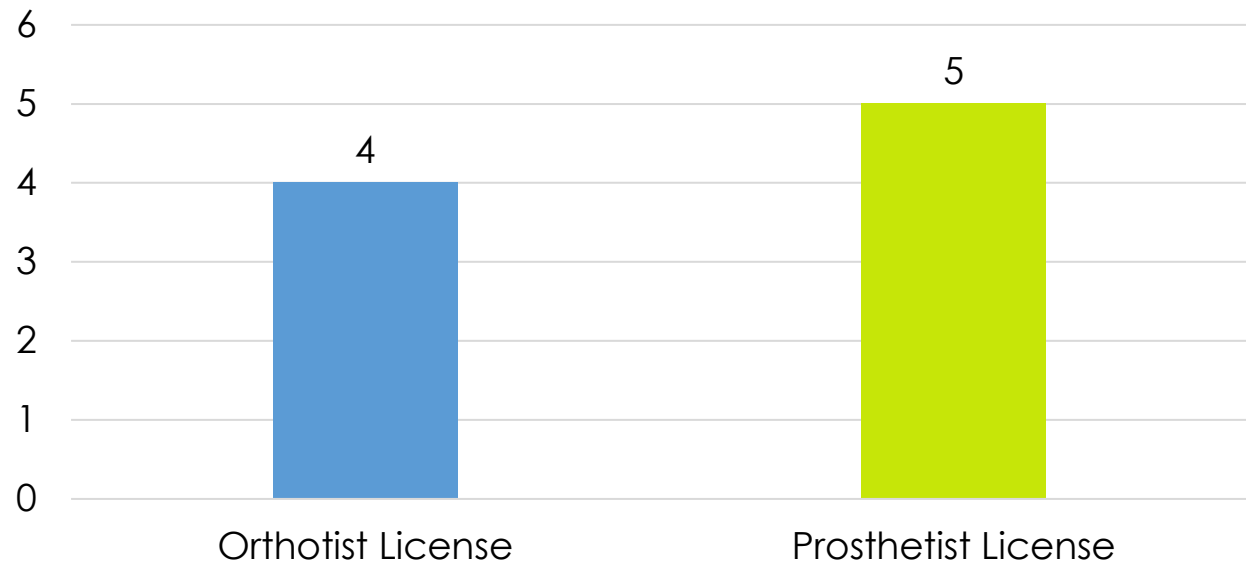
ORTHOTIST AND PROSTHETIST ADVISORY COMMITTEE

October 22, 2024

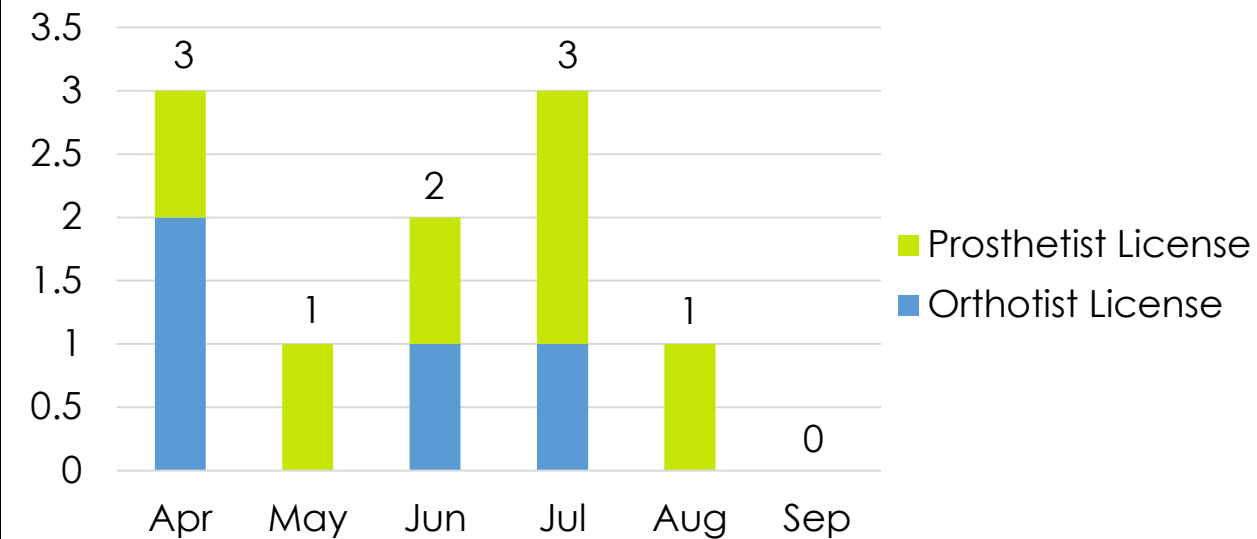
Active Status Counts



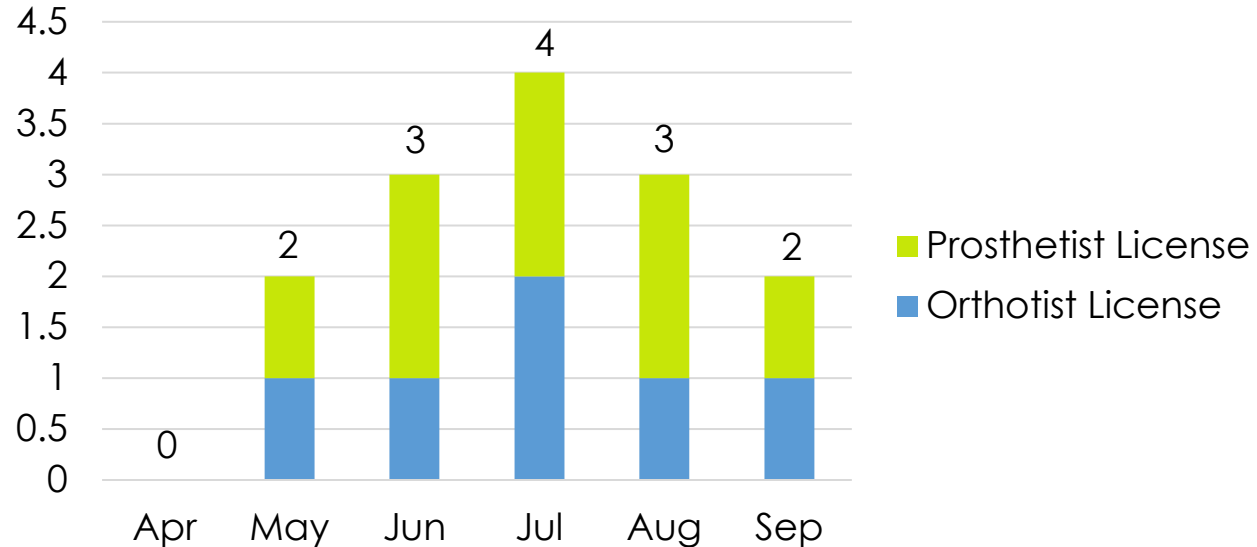
Pending Status Counts



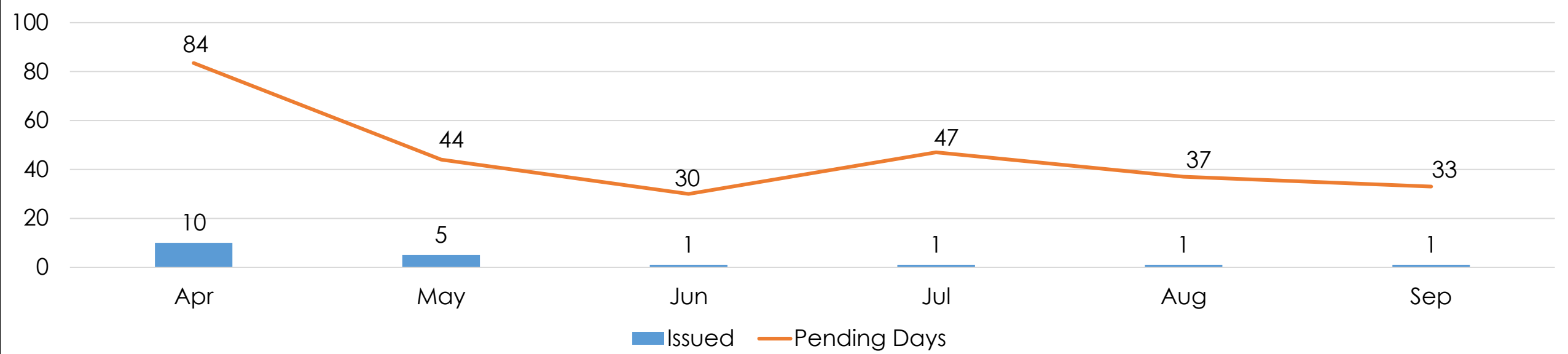
Applications Received



Credentials Expiring by Month



Overall Application Processing Time



Updates

Contact Information

DOH website: www.doh.wa.gov

Licensing/Certification link for requirements and forms and the
Provider Credential Search link for credential status

QA/CQI Administrator:

Zach Patnode zachary.patnode@doh.wa.gov

Section Executive Director:

James Chaney ulysses.chaney@doh.wa.gov

Deputy Credentialing Manager:

Hyon Yi hyon.yi@doh.wa.gov 360-236-4894

Health Professions Supervisor

Danielle Dooley danielle.dooley@doh.wa.gov 360-236-4669



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Orthotics & Prosthetist

FY2024 Starting Fund Balance
\$155.58K

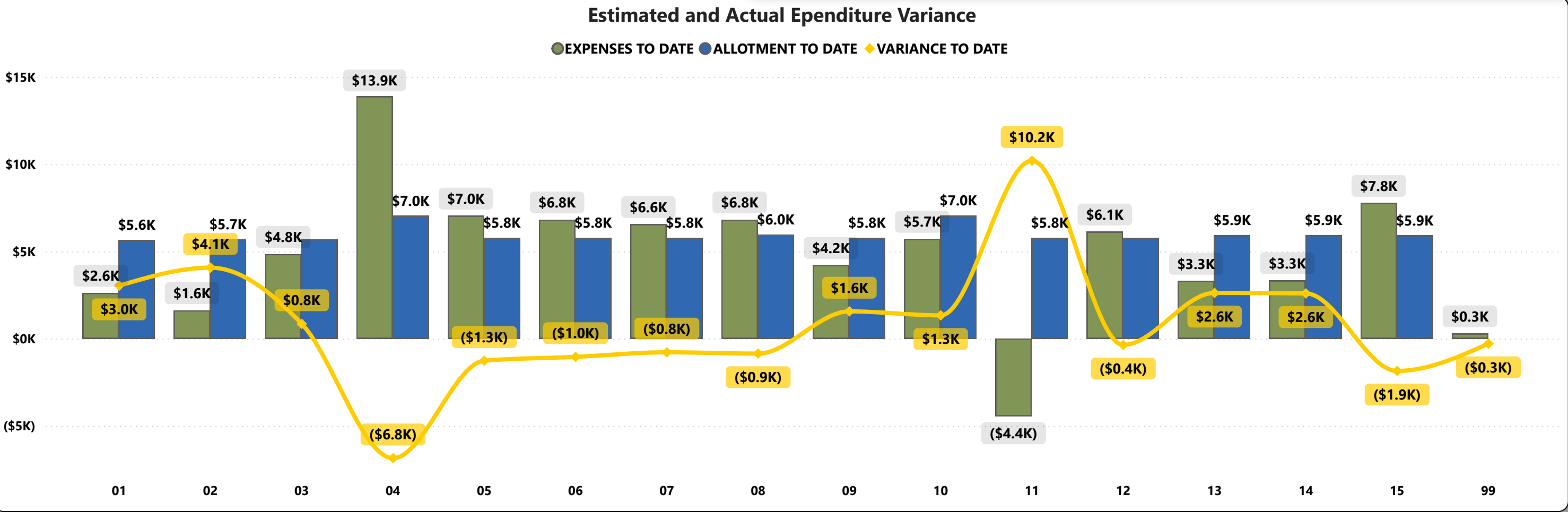
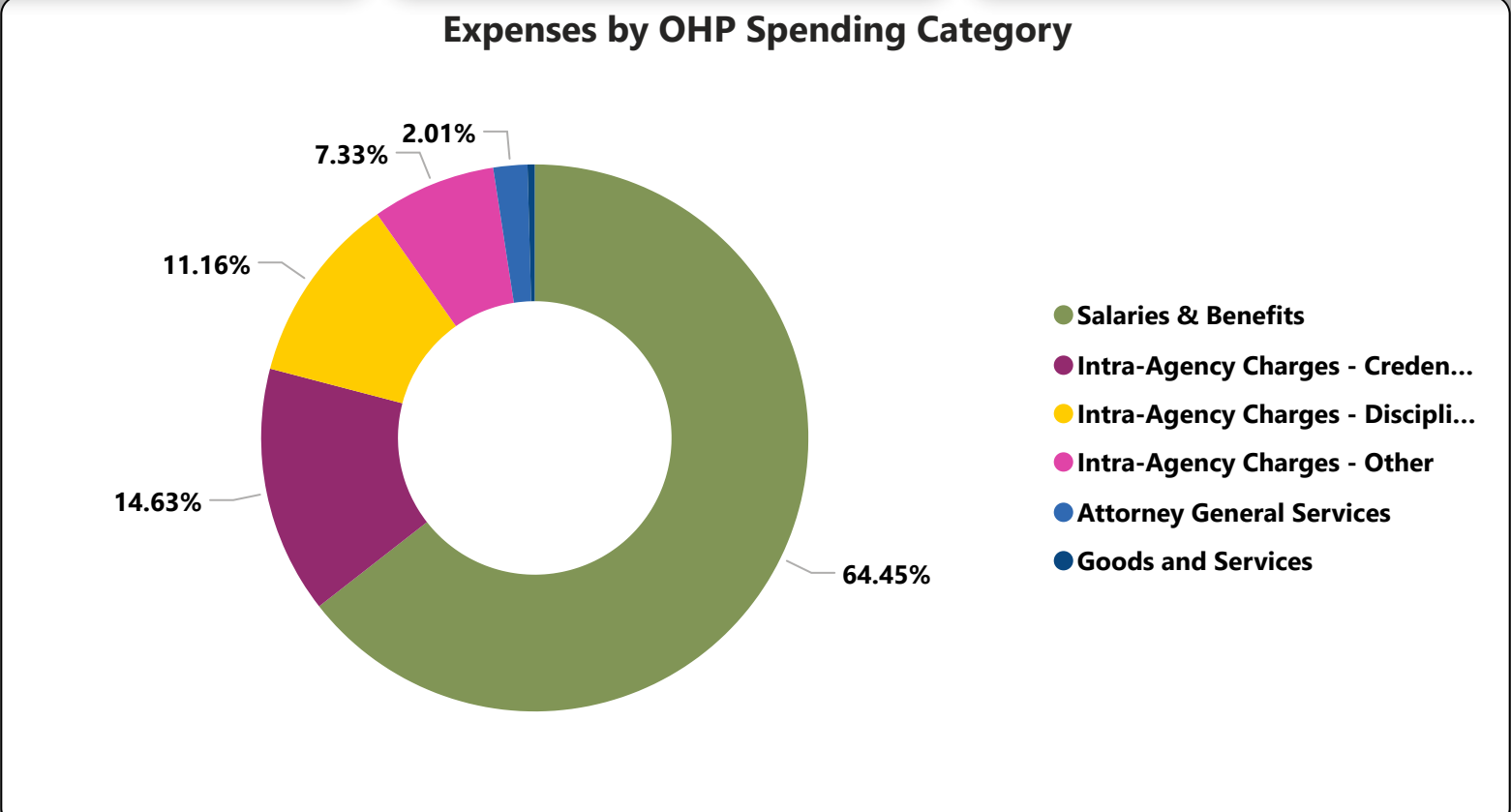
Current Fund Balance
\$132.73K

HELMS Cost Allocation
\$2.22K

Revenue
\$68.93K

Expenses+ Total Indirect+HELMS
\$93.99K

Master Indexes Title	ALLOTMENT TO DATE	EXPENSES TO DATE	VARIANCE TO DATE	ACTUAL TOTAL INDIRECT
ORTHOTIST & PROSTHETIST	\$89,395	\$75,039	\$14,356	\$15,291
Attorney General Services	\$1,875	\$1,537	\$338	
Board/Comission Pay	\$2,500		\$2,500	
Goods and Services	\$240	\$323	(\$83)	
Indirect				\$15,291
Intra-Agency Charges - Credentialing	\$13,912	\$9,787	\$4,125	
Intra-Agency Charges - Discipline	\$12,180	\$8,529	\$3,651	
Intra-Agency Charges - Other	\$7,474	\$5,603	\$1,871	
IT Equipment	\$630		\$630	
Salaries & Benefits	\$47,674	\$49,259	(\$1,585)	
Travel	\$2,910		\$2,910	
Total	\$89,395	\$75,039	\$14,356	\$15,291



Health Professions	ESTIMATED REVENUE	REVENUE	REVENUE VARIANCE
Orthotics & Prosthetics		\$68,353.00	\$68,925
Total		\$68,353.00	\$68,925

